Logging into FDW to Change Password
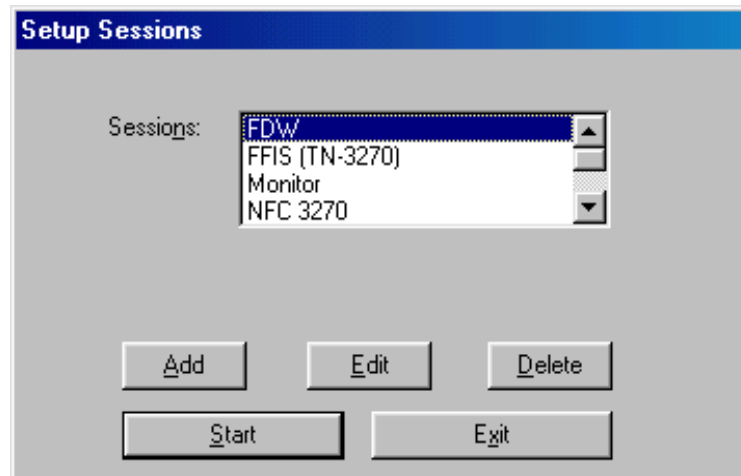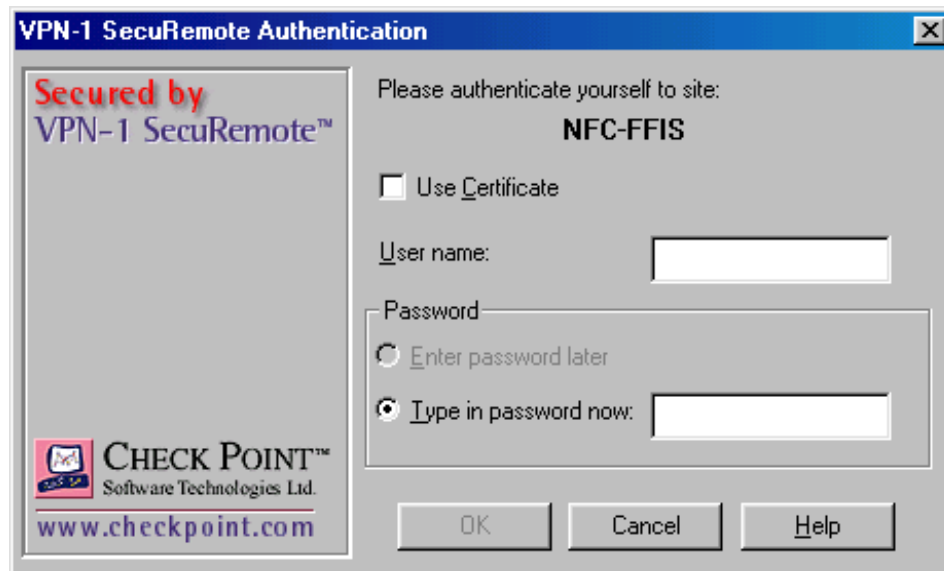
- After logging into VersaPath select the "FDW" session and hit start.
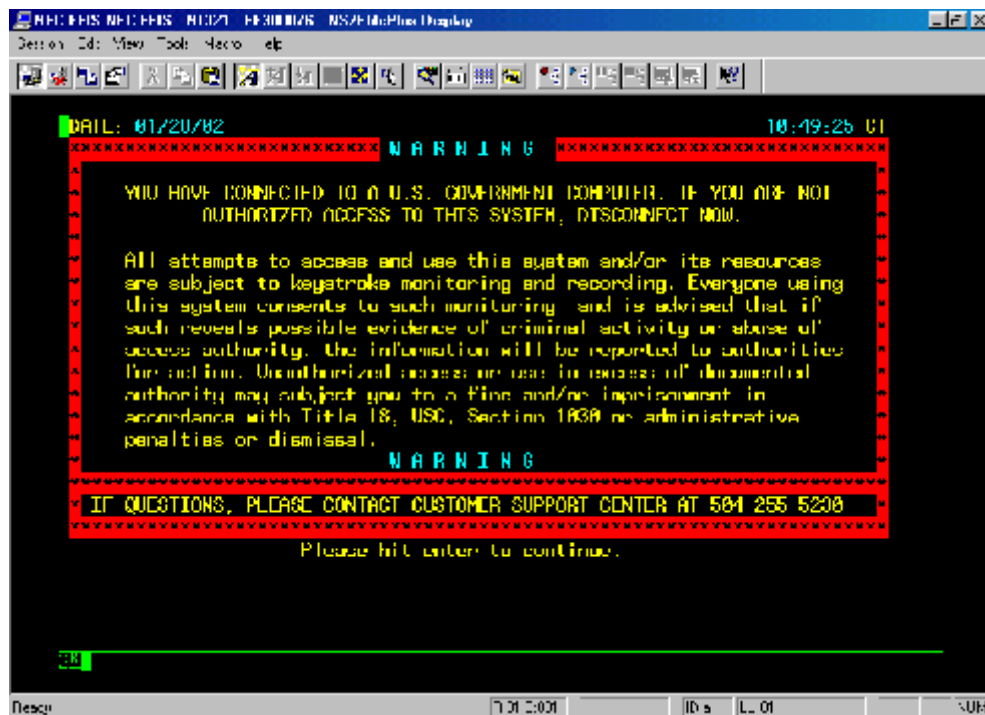

♦ Do uble click
on the NFC-
FFIS icon located on
desktop.

♦ Login to SecuRemote, only if you have not already done so.

♦ Press ENTER until you get

to the

NFC screen.

Banner

== 01/28/02   SNX327A2   FF300076   PF1-HELP   --

National Finance Center
Office of the Chief Financial Officer
United States Department of Agriculture

For Authorized Use Only
ENTER USER ID =   PASSWORD =   NEW PASSWORD =

ENTER APPLICATION NAME =   OR PRESS ENTER FOR MENU
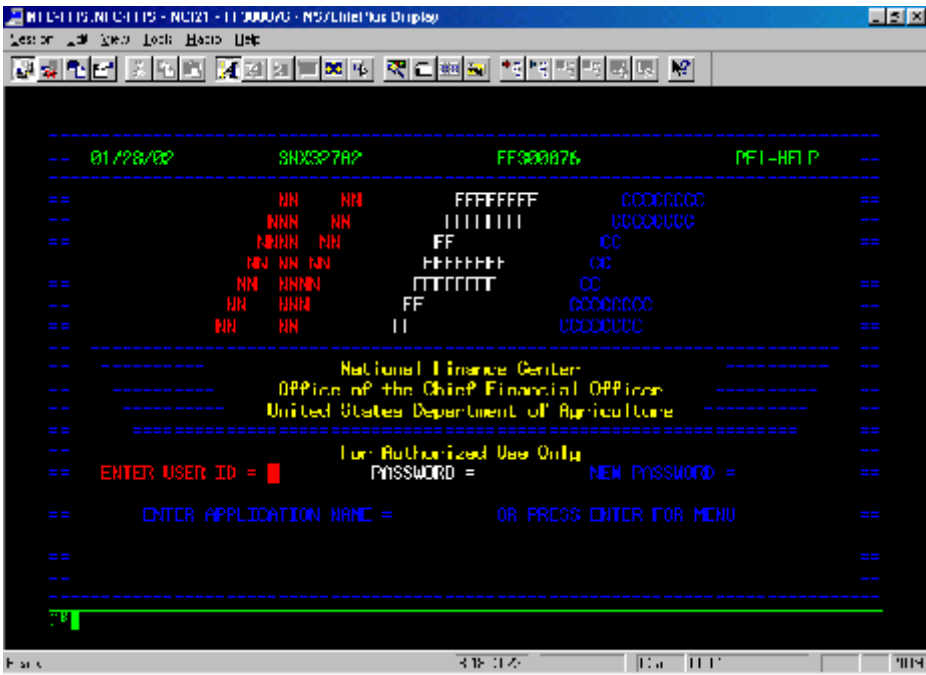
♦   Lo

Banner

your

number

Password.
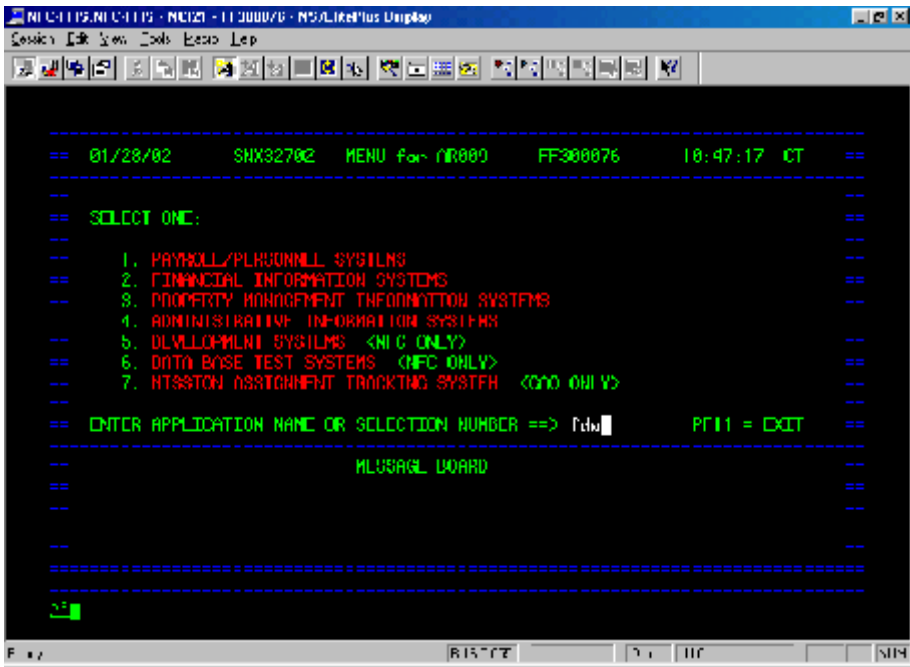
gin to NFC

screen using

ARXXX

and

== 01/28/02   SNX32702   MENU for AR000   FF300076   10:47:17 CT   ==

SELECT ONE:

1. PAYROLL/PERSONNEL SYSTEMS
2. FINANCIAL INFORMATION SYSTEMS
3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
4. ADMINISTRATIVE INFORMATION SYSTEMS
5. DEVELOPMENT SYSTEMS <NFC ONLY>
6. DATA BASE TEST SYSTEMS <NFC ONLY>
7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>

ENTER APPLICATION NAME OR SELECTION NUMBER ==>   PF11 = EXIT

MESSAGE BOARD
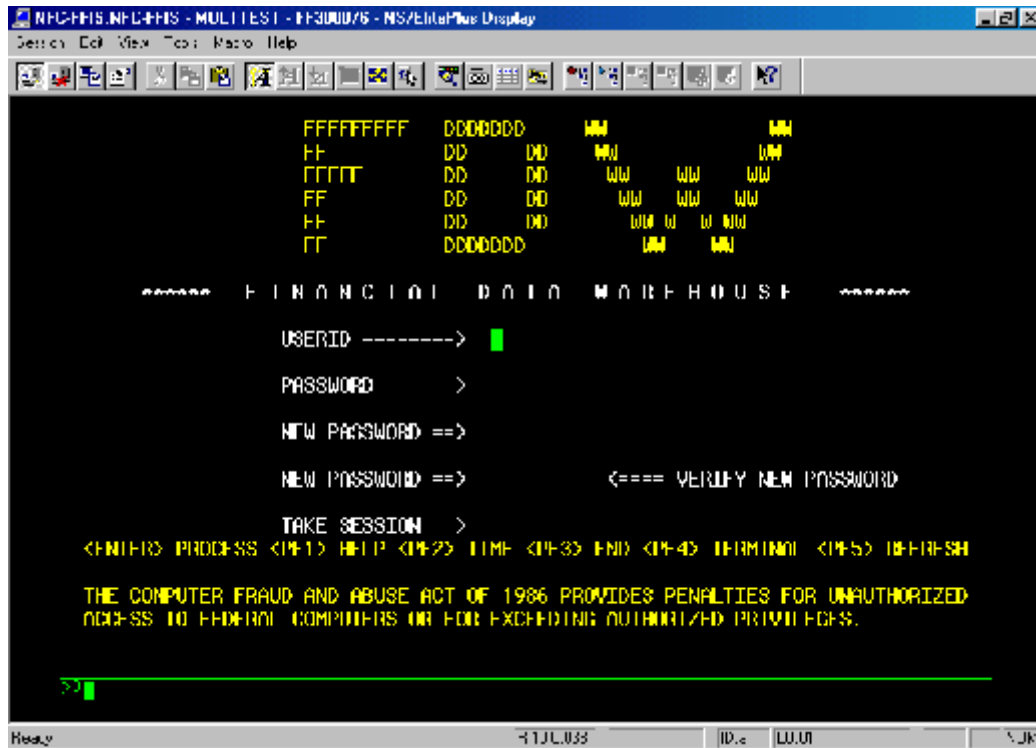
♦ FDW ... should be ... typed in space ... where when ... asked to ... Enter Applic ... ation Name ... or Selecti ... on Numbe ... r.

♦ FDW Banner screen should appear.
♦ Type in FFIS User ID and assigned Password.

- Tab to New Password.
- Type in new another Password that is eight characters long, one of them being numeric.
- Press the F3 key on keyboard to end session.